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PAYMENT SERVICES USER MANUAL

APPROVING A RECURRING PAYMENT

INTRODUCTION

The Recurring Payments application does not *automatically* send transactions to STARS for payments on scheduled dates. Users must log on to Payment Services on a regular basis and view the **Schedule** screen to see what is scheduled or needs to be scheduled for payment.

After the template has been scheduled and the fiscal coding and cost distribution entered, the payment is ready to be approved. The agency's Payment Services administrator sets up the number and the names of the approval levels.

TO APPROVE A PAYMENT

Open the Recurring Payments menu:

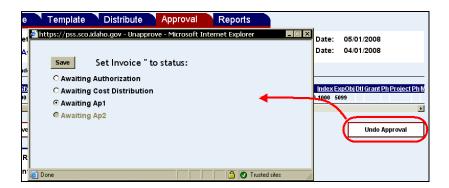
- 1. From the Payment Services menu, select **Recurring payments**.
- 2. Click the **Schedule** tab.
- 3. In the **Scheduled Payments** section, click **Select** next to the payment you need to approve.



- 4. Select the **Show Vendor Info** and/or **Show Encumbrance Info** check boxes to display detailed information for those fields.
- 5. Click the 'Approval' button to approve the payment. (The name of the button will be set up by your Payment Services administrator.)



6. If you need to return the payment for corrections or review, click **Undo Approval** and then select the process to return the payment to (either to a previous approval level, cost distribution, or authorization).



- 7. Click **Save & Continue** (to save changes and keep the payment on screen) or **Save & Clear** (to save the changes and clear the approval screen).
 - Click **Clear** to clear the approval screen without saving any changes.
 - If you decide the payment is incorrect, click **Delete Payment**.

FINAL APPROVAL

When the final approval level is selected, a **Payment Request Date** dialog box is displayed. This allows you to select the date when the payment gets sent to STARS to be paid.

- 1. Select a final payment date:
 - Enter a date in the **Payment Request Date** field (or use the calendar icon).
 - Select **Invoice Payment Date**. This will use the payment date from the template.
 - Select **Invoice Approval Date**. This will use the date the payment was approved.

Figure 2 - Final approval payment request date



- 2. If you need to return the payment for corrections or review, click **Undo Approval** and then select the process to return the payment to (either to a previous approval level, cost distribution, or authorization).
- 3. If you make any changes, click **Save & Continue** (to save the changes and keep the payment on screen) or **Save & Clear** (to save the changes clear the approval screen).
 - Click **Clear** to clear the approval screen without saving any changes.
 - If you decide the payment should not be scheduled at all, click **Delete Payment**. This will remove the payment from the **Scheduled Payments** section of the **Schedule** screen. It will not delete the pending template. It will have to be rescheduled to make the next payment.
- 4. Click the Approval button to approve the payment and release it to STARS. (The name of the button will be set up by your Payment Services administrator.)